

7) Owner's Certification:

I/We hereby certify that all information submitted with this application is complete, true and correct. I/We understand any errors and/or omissions may lengthen the time to process the request.

Owner's Signature

Date

Owner's Signature

Date

8) Appropriate Approval Certification:

(Please include appropriate Approval Certification on Plat)

Family Division

This "Family Division" is in accordance with the Subdivision Ordinance. This division has not been reviewed as to soils or setbacks suitable for residential use. Conveyance of this "Family Division" within **FIVE (5)** years may invalidate this family division, and may be considered an attempt to circumvent the Subdivision Ordinance. Approve for recordation.

Zoning Administrator

Date

Boundary Line Adjustment/Consolidation

This plat is only for description purposes of property to be conveyed to and combined with an adjoining parcel and is not creating a new parcel or the subdivision of property. Approve for recordation.

Zoning Administrator

Date

Boundary Survey for Description Purposes

This plat is for description purposes only. It is not a lot under subdivision, but can be recorded as a description for existing lands. The land has not been reviewed as to size, soils, right of way access, or setbacks, and may or may not be suitable for a residence. Approve for Recordation.

Zoning Administrator

Date

*** Please read carefully prior to completing the application form for a Family Division.**

FAMILY DIVISION: A single division of a lot or parcel is permitted for the purpose of sale or gift to a member of the immediate family of the current property owner as prescribed in the Code of Virginia §15.2-2244, as amended. For purpose of this section, a member of the immediate family is defined as any person who is a natural or legally defined offspring, stepchild, spouse, grandchild, grandparent, parent, sibling, aunt, uncle, niece or nephew of the owner. Such division shall be subject to the following provisions:

- 1) Only one such division shall be allowed per immediate family member. The division shall not be made for the purpose of circumventing this subdivision ordinance.
- 2) Lots created under this section shall be titled in the name of the immediate family member for whom the division is made, and shall remain titled in said name for a period of no less than five (5) years, unless an exception is granted by the Zoning Administrator because such lots become subject to an involuntary transfer such as foreclosure, death, divorce, judicial sale, bankruptcy, condemnation, or job relocation. A subsequent transfer to another member of the original grantor's immediate family would not be prohibited by this section, in which case only the remainder of the required holding period shall apply to the subsequent grantee.
- 3) If property is jointly owned, the proposed grantee must qualify as the immediate family member of all owners. An immediate family member of one spouse shall be deemed to be an immediate family member of the other spouse for the purposes of this section.
- 4) Each "Family Division" shall comply with the minimum lot area for residential use requirements as set forth within the zoning district in which the property is located.
- 5) All lots shall have "reasonable" right-of-way of 20 feet in width providing ingress and egress to a dedicated recorded public street or thoroughfare. "Reasonable" right-of-way shall not require a right-of-way that is more than that available to the parent tract.
- 6) Any such division shall be shown on a plat prepared by a certified professional engineer or land surveyor, and recorded with a deed. The plat shall be entitled "Family Division", and include language indicating who is involved and what the family relationship is; as well as the following owner's certificate with owner(s) and notary signatures:

Owner's Certificate:

This Family Division and plat are with the free consent and in accordance with the wishes of the undersigned owner(s). The undersigned owner(s) certifies that this is a bona fide Family Division under the provisions of the Charles City County Subdivision Ordinance and is not submitted for the purpose of circumventing the said ordinance.

This Family Division is being made for the purpose of transferring a lot, by sale or gift to the Grantee, an immediate family member, and specifically the Grantor's _____.

All lots created by this Family Division shall be held by the Grantee for whom the division is made for a period of no less than five (5) years from date of plat recordation.

- 7) All Family Divisions are to be approved by the Zoning Administrator prior to recordation. Submission requirements are to include an application, plat, and a deed.